



Public Health Nutritionist I

Job Description

Department: Health
Position: Career Service
Grade: 505
Supervisory: No
Reports to: Division Director – WIC

Summary

Under close supervision of the Division Director - WIC, determines clients' eligibility and priority for WIC services by assessing medical and nutritional risk. Develops nutrition care objectives and provides individualized counseling, class instruction and referrals to other agencies to meet identified needs. Documents interventions, goals, and progress towards meeting identified needs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Evaluate anthropometric and biochemical data and medical and nutritional history information to determine whether clients meet nutritional risk criteria qualifying them for WIC services.
2. Determine clients' level of nutrition risk (prioritization for services) by assigning and documenting appropriate nutrition risk factors.
3. Identify clients at significant medical / nutritional risk and schedule for the high risk follow-up.
4. Prioritize education needs of the family, evaluate client's educational level, cultural background, values and health beliefs; develop nutrition care objectives to meet these needs.
5. Provide nutritional counseling and class instruction for various needs of the target population, especially nutritional needs for pregnancy, breastfeeding, infants and small children, postpartum, teen mothers, and other health related issues such as immunizations, substance abuse, smoking cessation; document counseling and client progress towards goals.
6. Assign appropriate food packages to meet the nutritional needs of clients including specialized formula for infants with specialized or medical needs.
7. Review medical history for immunizations, access to infant and child health care and prenatal care, identify other health and nutrition needs of the family and refer client to appropriate community providers.
8. Assist in developing a pertinent class topics schedule based upon client needs and assist in the development of class outlines and supporting materials for the class such as handouts, visual aids, and newsletter articles.
9. Review professional articles and current research; prepare and present nutritional inservices.

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Job Title: Public Health Nutritionist I
FLSA: Non-Exempt
Effective Date: 2/11/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of therapeutic nutrition and diet
- Knowledge of public health principles with specialized knowledge about infancy, childhood, pregnancy, and lactation nutrition
- Knowledge of breastfeeding principles, techniques, and equipment
- Knowledge of the composition of various infant formulas and their specific uses
- Knowledge of food preparation techniques, food safety, and meal management
- Knowledge of policies and procedures governing WIC
- Knowledge of community resources for client referral
- Knowledge of education principles including behavior modification techniques
- Skilled in conducting nutritional assessment, nutrition care planning, and counseling
- Ability to accurately and timely document nutritional care
- Ability to work closely and respectfully with clients from diverse and high-risk backgrounds
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

Work is performed in a busy clinic. Work requires frequent contact with the public which exposes the incumbent to others' illnesses including contagious or infectious diseases and to individuals that may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision, ability to adjust focus, and distinguish between shades of color. Works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's or master's degree in Human Nutrition, Community Nutrition, Clinical Nutrition, Public Health Nutrition, Dietetics, Nutritional Sciences, Integrated Studies with a minimum of 24 hours nutrition, or Home Economics with an emphasis in nutrition.

Preferred Education and Experience

1. One (1) year of work experience performing community nutrition counseling.
2. An approved dietetic internship may be substituted for the experience requirement.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

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Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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